



TE KURA O TAWATAWA

RIDGWAY SCHOOL

Job Description

Office Assistant / Teacher Aide

Permanent - Part time: 27.5 hours a week (negotiable) Term Time Only

Grade 2, Step 3

Office Assistant

Responsible to: The Principal, Deputy Principals and the Office Manager

Relationships with: All staff, the school community, contractors and any visitors to the school.

Key Responsibilities:

- Serve as the first point of contact, ensuring a welcoming and professional reception
- Answer phone calls and respond to emails with accuracy and professionalism
- Provide general administrative support as required
- Process enrolments and maintain attendance records
- Assist in the medical room, attending to students' needs
- Ensure the staffroom remains clean and tidy

- Provide finance-related support under the guidance of the Office Manager

Teacher aide

Responsible to: The Principal and SENCO

Relationships with: Teachers, staff and children

Key Responsibilities:

- Support children with their learning
- Support teachers with any tasks as directed.

Key Skills:

The successful applicant will have:

- excellent communication skills, both verbally and written
- a positive attitude and enthusiasm
- the ability to prioritise tasks and get work done efficiently
- a commitment to self improvement and the ability to take on feedback
- excellent computer skills
- resilience and flexibility to pivot as required.

